**Central New York Board of Women’s Lacrosse Officials – Syracuse**

**Bylaws**

**Last Updated December 23, 2018**

**Amended by BOD Vote March 6, 2023**

**CHAPTER 1: INTRODUCTION**

**Section 1.1** These are the By-Laws of the Central New York Board of Women’s Lacrosse Officials – Syracuse local umpiring board (hereafter referred to as “Board”) of the Central New York Board of Women’s Lacrosse Officials Inc. (hereafter referred to as the “Corporation”), which serves to govern the operations of this board only.

**Section 1.2** These Bylaws are to be interpreted consistent with the Bylaws of the Corporation, and USA. Lacrosse, Inc., All definitions of USA. Lacrosse, Inc. are incorporated herein, and in conjunction with the USA Lacrosse Women’s Training Manual that serves as the policy book of the Officials Council.

**Section 1.3** The Board will also follow the Bylaws set forth by New York State Public High School Athletic Association (hereafter referred to as NYSPHSAA) Officials’ Coordinating Federation (OCF).

# CHAPTER 2: MEMBERSHIP

**Section 2.1** Any USA Lacrosse rated women’s lacrosse official who is a member in good standing of USA Lacrosse, Inc. and CNYBWLO-Syracuse is considered a member of the Board. New and renewing members pay directly to USA Lacrosse. New York State Public High School Athletic Association (hereafter referred to as “NYSPHSAA”) dues for those members wishing to service high school level of play will be submitted via the Board to the New York State Certified Officials of Girls Lacrosse board (hereafter referred to as “NYSCOGL”).

**Section 2.2** Rated officials are defined by the Women’s Division Officials’ Council of USA. Lacrosse, Inc. as found in the USA Lacrosse Training Manual.

# CHAPTER 3: LOCAL BOARD CHAIR

**Section 3.1** The Board will be represented by a Local Board Chair (hereafter referred as “Board Chair”) to the USA Lacrosse Women’s Division Officials Council.

**Section 3.2** The Board Chair will serve a two (2) year term commencing July 1st of even years. The Board Chair may serve succeeding terms and dual offices and shall serve until a replacement has been elected. In the event of a mid- term vacancy in the Board Chair position, the Vice-Chair will act as interim Board Chair The vote must be completed by the current year’s post season meeting.

**Section 3.3**  The Board Chair shall: preside over all Board meetings; call and conduct meetings of the Executive Committee; represent the board at the required USA Lacrosse National Rules Interpretation Clinic/Convention, if they choose to attend, and be responsible for disseminating pertinent information to the members of the Board at the Pre-Season Meeting. The Chair will be reimbursed for the registration fee and mileage when attending the USA Lacrosse Convention.

**Section 3.4** The Board Chair shall represent the Board at the required NYSCOGL meetings that are held at least in January and June (during the state tournament).

 **Section 3.5** The Board Chair shall serve as the arbiter for the appeal process.

**Section 3.6** By June 30th of each year the Board Chair assesses the membership for expenses incurred.

**Section 3.7** The Board Chair shall act as (or appoint another person to act as) the Board’s liaison as requested by other organizations.

**Section 3.8** If the Board Chair cannot attend a particular event or fulfill a particular duty on a **limited basis** – for example, if the Board Chair cannot attend the national rules interpretation meeting – the Board Chair may appoint a proxy to perform the duty in their stead, providing the proxy a.) is a member in good standing of U.S.A, Lacrosse and of the Board, b.) term expires at the conclusion of the particular event or noted time period, or revoked in writing by the Chair, or attendance by the Chair at the stated event.

**Section 3.9** The Board Chair may be removed from office, for any reason, by a two-thirds majority of the members. Notice of the meeting/s with their purpose must be sent by mail or other reasonable means to all members, at least fifteen (15) days prior to the meeting/s, and the Board Chair must be given an opportunity to speak at the meeting/s.

**Section 3.10** The Board Chair will ensure that the Arbiter account is fully paid for as per the needs of the Assignor(s) to perform their duties. The Arbiter account will be owned by the Board. The Board Chair will have full access to it.

# CHAPTER 4 Executive Committee

**Section 4.1** The Executive Committee shall perform duties prescribed in the Board Policies and Procedure document and shall have the authority to ensure that the policies and procedures of the following organizations are upheld as warranted: USA Lacrosse Women’s Division; and NYSPHSAA.

At least 30 days prior to The Post Season Meeting the Vice-Chair will be responsible for developing at least one nomination for each position whose term is expiring on the Executive Committee. Nominations for Executive Committee may also be accepted at the Post-Season Meeting. It is the duty of the Vice-Chair to nominate at least one member for each vacancy, including any unexpired term vacancy, for which elections are being held, and to determine that the board members nominated are agreeable to the placing of their names in nomination and will accept office if elected.

After the nominations of the nominating committee have been placed before the members, the chair calls for nominations from the floor. When nominations are closed, tellers are appointed by the Chair, ballots are distributed, the vote is taken and tallied by the tellers, and the results announced. All elections are determined by plurality vote and will be by ballot except where there is only one nominee for the office. Members not attending the post-season meeting may cast a vote, via email to the Secretary, any time prior to the start of the post-season meeting. The outcome of these votes will be decided by a majority of votes, provided that 51% (quorum) of the members in good standing have voted.

**Section 4.2** The Board will be governed by the Executive Committee, which shall consist of Chair, Vice-Chair, Assignor, Rules Interpreter, Secretary, Training Coordinator, Rating Coordinator, and Treasurer. A Member-At-Large position may be added as needed. **Dual offices may be held with the following exception: the Assignor may not concurrently serve as Chair, Treasurer, or Secretary.**

In the event of vacancy of the Chair, the Vice-Chair shall assume the position for the balance of the term.

**Section 4.3** The Executive Committee members shall each serve a two-year (2) term commencing July 1st of even years. They shall be elected via ballot (except where there is only one nominee for the office) vote at the Post-Season meeting or members not attending the post-season meeting may cast a vote, via email to the Secretary, any time prior to the start of the post-season meeting. The outcome of these votes will be decided by a majority of votes, provided that 51% (quorum) of the members in good standing have voted. The Executive Committee members may serve succeeding terms, and shall serve until a replacement has been elected, or in the case of a mid-term vacancy the Chair shall appoint a replacement.

**Section 4.4** The Chair shall: preside at the meetings of the Board; maintain records of and renewal dates for all umpires within the Board, ensure that all members are USA Lacrosse members with rosters and appropriate forms submitted to USA. Lacrosse, and other appropriate entities; collect and transmit dues to the appropriate entities for the Board (U.S. Lacrosse, and NYSPHSAA, etc); pay all debts and expenses of the Board at the Post-Season Meeting and show a proper accounting of all monies collected; otherwise preside over the business of the Board.

**Section 4.5** The Vice-Chair will assist the Chair with all the Chair’s duties. The Vice-Chair will develop a ballot prior to the Post-Season Meeting for election of the Executive Committee (except for Chair and Vice-Chair). 30 days before the Post-Season Meeting in appropriate years, at which the Executive Committee will be elected, the Vice-Chair will be responsible for developing at least one nomination for each position whose term is expiring on the Executive Committee. Nominations for Executive Committee may also be accepted at the Post-Season Meeting.

**Section 4.6** The Rules Interpreter shall collect and disperse all national rules interpretation information received from the Board Chair, conduct the required annual rules interpretation meeting of the Board and facilitate interpretations within the Board. If the Rules Interpreter attends the USA Lacrosse National Convention, they will be reimbursed for the registration fee and mileage.

**Section 4.7** The Training Coordinator shall organize the pre-season training, supply the updated roster information to the Chair. The Trainer will be reimbursed for the registration fee and mileage if they attend USA Lacrosse Convention. The trainer will achieve the USA Lacrosse Trainer Certification and be responsible for classroom and on field training for all new officials.

**Section 4.8** The Assignor shall serve a term of two (2) years commencing on July 1st of even years. The Assignors job qualifications and responsibilities are detailed in the Central NY Board of Women’s Lacrosse Officials -Syracuse Corporation Policies and Guidelines.

**Section 4.9** The Assistant Assignor will assign modified games and serve as an assistant to the Assignor in case he/she cannot fulfill assigning responsibilities on a short-term basis. The Assistant Assignor will have access to the Arbiter account. The Assistant Assignor shall serve as a member of the executive committee and serve a two (2) year term commencing July 1st of even years.

**Section 4.10** The Ratings Coordinator will maintain a record of all Board members’ rating and expiration date and provide to Board Chair by February. They will notify Board members of rating expiration date and renewal procedures at pre-season meeting. They will notify Board members of local and region rating opportunities at pre- and post-season meetings. If a Rating Event is held locally for Apprentice and Local officials, Rating Coordinator shall keep a record of attendance at all rating clinics. They will confirm clinic attendees have paid clinic fees with the Board Treasurer. They shall schedule all ratings and notify the rating candidate of their rating earned, via email, within three (3) days following the rating game. They will collect the rating fee prior to the rating. They will collect and collate all rating forms and evaluation letters from raters. They will review all rater letters received from raters and after review and approval, send rating letter(s) to candidate(s) within three (3) weeks following the rating game. They will keep all rating forms and rating letters on file. They will supply updated roster information to the Chair following the event. They will serve as a member of the Executive Committee. The Ratings Coordinator shall serve a term of two (2) years commencing on July 1st of even years.

**Section 4.11** The Secretary will keep minutes of all meetings. They will provide Executive Board members with a copy of Executive Board minutes and post the general meeting minutes to the website. They will Develop a ballot of the Executive Committee nominees and email it to the board members one week prior to the Post-season meeting for election of the Executive Committee vacancies. He/she will audit the checkbook yearly before the end of the season ending Board meeting. They will serve as a member of the Executive Committee. The Secretary shall serve a term of two (2) years commencing on July 1st of even years.

**Section 4.12** The Treasurer will collect annual dues and maintain financial records for seven (7) years. They will present the financial report at the Post Season meeting and assess if the Board dues are adequate each year. If a change is required, present the change and supporting documentation at the first Pre-Season meeting. They will conduct all financial transactions and keep a balanced check register. They will submit a yearly budget to all Executive Committee for approval by Dec. 31st of each year and submit a yearly budget to all board members for review by February 15th of each year. They will administer the online banking account. They will serve as a member of the Executive Committee. The Treasurer shall serve a term of two (2) years commencing on July 1st of even years.

**Section 4.13** The Member At-Large will maintain open lines of communication with all board members. They will maintain a record of officials concerns and notify the Executive Committee when appropriate and assist members through the Grievance Process. They will serve as a member of the Executive Committee. The Member At-Large shall serve a term of two (2) years commencing on July 1st of even years.

**Section 4.14** If any Executive Committee member cannot attend a particular event or fulfill a particular duty on a limited basis, they may appoint a proxy to perform the duty in their stead, providing the, a) proxy is a member in good standing of U.S. Lacrosse and of the Board, b) Executive Committee member has notified the Executive Committee membership of their intent to appoint a proxy, and c) proxy term expires at the conclusion of the particular event or time period. Or the proxy is revoked by the attendance of the person who authorized it.

**Section 4.15** The Executive Committee members must meet at least (2) two times per season. These meetings may be held in person or electronically. The first shall be prior to the first meeting in March and the second must be just prior to the final meeting in June. The meeting agendas are to include a treasurer’s report detailing dues collected and bills paid, including USA Lacrosse insurance and NYSPHSAA dues, discuss the dues for next year, and any other pertinent matters.

**Section 4.16** Any Executive Committee member may be removed from office, for any reason, by a two-thirds majority of the members present at a meeting warned for that particular purpose, provided that a quorum exists. Notice of the meeting and its purpose must have been sent by mail or other reasonable means to all members, including the Executive Committee member, at least fifteen (15) days prior to the meeting, and the Executive Committee member must be given an opportunity to speak at the meeting.

 **Section 4.17** Other elected positions – NOT on Executive Committee.

~~Modified Assignor – will assign modified games and serve as an assistant to the Assignor in case he/she cannot fulfill assigning responsibilities on a short-term basis. The Assistant Assignor will have access to the Arbiter account. The Assistant Assignor shall serve a two (2) year term commencing July 1st of even years~~.

Section 3 Representative – will serve as the representative to Section 3 of the NYSPHSAA. The Section 3 Representative shall serve a two (2) year term commencing on July 1st of even years.

# CHAPTER 5 MEETINGS

**Section 5.1** The Board Chair shall hold meetings as needed to disseminate all National Clinic/Convention information. The Board Chair shall also call meetings for the purpose of resolving Board grievance issues.

**Section 5.2** The Chair shall call three (3) meetings of the membership: 1. Pre-Season Meeting…for purpose of the required rules interpretation, collection of appropriate membership dues, and of review of or vote on the assigning policies/guidelines, as well as other business. All meetings must be attended in person unless expressly excused by the Executive Board Chairman. This must be approved prior to the meeting. Members must attend the Pre-season meeting as it is the rules interpretation meeting. Members must attend two out of three meetings.

1. Mid-Season Meeting…for purpose of rules updates and nominations considerations for expiring offices, as well as other business.
2. Post-Season Meeting…for purpose of voting for positions on the Executive Committee, as well as other business.

**Section 5.3** A quorum for the transaction of business at any meeting of the Board shall exist if a majority of the members or committee is present. A majority of a quorum is needed to pass a transaction.

**Section 5.4** The Board Chair may call any additional meetings deemed necessary to conduct the business of their respective memberships.

# CHAPTER 6: Other Affiliations

**Section 6.1** All members who are servicing NYSPHSAA games will be members in good standing with NYSCOGL. The Board will ensure its’ scholastic umpires follow the NYSPHSAA Officials Five Point Program as outlined in the “NYSPHSAA Handbook”.

**Section 6.2** Each year the Board will select a representative to attend all NYSPHSAA Section III meetings and be the liaison between that organization and the Board. This responsibility includes ensuring proper umpire representation for contract negotiations with NYSPHSAA Section III. The Representative is also responsible to annually work with the Assignor to prepare the handout information, which will list scholastic game fees, mileage, cancellation and lightening policies, misconduct card procedures, rule waivers, and other issues specific to the high school section and high school state policies.

**Section 6.3** Each year the Board will provide NYSCOGL with a list of all officials who will be officiating NYSPHSAA games. The Chair/Treasurer will be responsible to pay the dues to NYSCOGL (as per NYSCOGL Policies) each year for each official in the Board who will be umpiring NYSPHSAA play. The Chair will also be responsible to represent the Board at NYSCOGL meetings.

**Section 6.4** Each year the Board will elect a representative to the CNYBWLO Inc (hereafter called the “Corporation”) Board of Directors. This is to ensure representation on the Board of Directors of the Corporation.

**Section 6.5** The Board Representative to the Corporation shall present the Board bylaws and Policies to the Corporation Board of Directors for annual review; and shall oversee Board establishment of Policies and Procedures as per Chapter 4 of the Corporation bylaws.

**Section 6.6** In the event the Corporation Representative cannot attend a particular event or fulfill a particular duty on a limited basis, the Representative may appoint a proxy to perform the duty in their stead, providing the, a) proxy is a member in good standing of U.S. Lacrosse and of the Board, b) Representative has notified the Board Executive Committee of their intent to appoint the proxy, and c) proxy term expires at the conclusion of the particular event or time period, or the proxy is revoked by the attendance of the Representative.

# CHAPTER 7: CONFLICT OF INTEREST AND ETHICAL PRACTICES

**Section 7.1** No member of the Board may vote on any matter in which they have a financial interest, in which any member of their immediate family has a financial interest, or any other matter in which they have a conflict of interest. If a member of the Board becomes aware of any matter that could be considered a conflict of interest, they shall immediately disclose that conflict to the appropriate chairperson.

**Section 7.2** All members of the Board must follow the USA Lacrosse Umpiring Code of Ethical Conduct. All members follow the USA Lacrosse Women’s Division Umpires’ Manual for guidance concerning ratings, payment of dues, conduct, and other matters. All members must apply the USA Lacrosse Rules of Women’s Lacrosse consistent with official interpretations of those rules.

**Section 7.3** All members of the Board are required to: attend an annual interpretation meeting, annually pass the written examination at their rating level, schedule a field test as per rating requirements, provide service as defined by the Board and otherwise conduct themselves in accordance with the rules of the U.S. Lacrosse Women’s Division Officials’ Council and any other rules and policies adopted by the Board.

# CHAPTER 8: AMENDMENTS TO BYLAWS

**Section 8.1** These bylaws may be amended or repealed by two-thirds (2/3) affirmative vote of the members of the Board.

**Section 8.2** Any member in good standing may propose changes to the bylaws by submitting in writing the proposed changes with rationale to the Board Chair.

**Section 8.3** Prior notice of any proposed amendment or repeal of any bylaw should be contained in a notice of such action for which it will be voted on. This notice should be issued to the members of the Board at least fifteen (15) days before the scheduled vote deadline, or meeting date scheduled for the vote.

# CHAPTER 9: TRANSACTION BY OTHER MEANS

**Section 9.1** Whenever any action by the Board, or Executive Committee, is required, that action may be conducted by telephone, or other electronic means, in a manner in which all participants may communicate with each other simultaneously.

**Section 9.2** Any action by mail shall be deposited in U.S. mail postage prepaid at least ten (10) days before the ballot is to be returned. Electronic balloting is acceptable provided reply e-mails all originate from a member who has indicated consent to use of their e-mail as their official ballot.

#  Board Annual Schedule:

 By December 31 dues to be paid to the Board.

 After December 31 dues paid to the Board include an additional $5 late fee per month late.

 By the 3rd Monday in March: Board Pre-Season Meetings

* + Rules interpretation clinic information
	+ Membership forms and dues business
	+ Review/vote on assigning policies/guidelines.
	+ Other Division business
	+ Sign Official’s Acknowledgement of CNYBWLO Corporation Policies and Procedures (Appendix B)

1st Mondayin May: Board Mid-Season Meetings

* + Rules updates
	+ Nomination considerations for Board Executive Committee vote to be held at the Post-Season Meeting
	+ Other business

By the 3rd week in June: Board Post-Season Meetings

* + Vote on Executive Committee positions and Board Chair position in appropriate years.
	+ Other Business

By July 1st: Local Board Chair vote completed.

* Vote collected and results disseminated July 1st in the year of elections.
* Board Executive Committee positions commence their term of office.